



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE
BOARD OF ARCHITECTS**

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING MINUTES:	BOARD OF ARCHITECTS
MEETING DATE AND TIME:	Wednesday, December 4, 2019 at 1:00 p.m.
PLACE:	Division of Professional Regulation 861 Silver Lake Blvd., Conference Room B Cannon Bldg., Dover, Delaware 19904
MINUTES FOR APPROVAL:	January 8, 2020

MEMBERS PRESENT

Paul Guggenberger, Professional Member, President
Daniel Ridgely, Professional Member, Secretary
Robert Maffia, Professional Member
Bryan Hutchison, Professional Member
Todd Breck, Professional Member
John Lynch, Public Member
Laura Willey, Public Member

MEMBERS ABSENT

Herbert Russell, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Jennifer Singh, Deputy Attorney General
Jennifer Witte, Administrative Specialist II

OTHERS PRESENT

Nancy Payne
James Clark
Dr. Richard Price

CALL TO ORDER

Mr. Guggenberger called the meeting to order at 1:32 p.m.

REVIEW OF MINUTES

A motion was made by Mr. Lynch, seconded by Mr. Hutchison, to approve the minutes from the November 6, 2019 meeting as presented. The motion was unanimously carried.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Ratify Reciprocity Applications – NCARB Certificates

A motion was made by Mr. Hutchison, seconded by Mr. Ridgely, to approve the ratified architect applications of Robert Conklin, Charles Gray, Enrique Macia, Michael Carney, Jacob Bush, Casey Smith, Kyle Rader, Douglas Phillips, Jonathan Perry, Michael MacGregor, Edwin Smart and Bradford Potter. The motion was unanimously carried.

Complaint Status

#07-02-18 Referred to the Attorney General's Office

Ratify Certificate of Authorization Applications

A motion was made by Mr. Guggenberger, seconded by Mr. Maffia, to approve the ratified certificate of authorization application of Kreider and Diller Builders, Inc. and Toltz, King, Duvall, Anderson and Associates, Inc. The motion was unanimously carried.

Ratify Reapplication Applications

A motion was made by Mr. Hutchinson, seconded by Mr. Ridgely, to approve the reapplication application of Francis Cuthbertson, Jr. The motion was unanimously carried.

CORRESPONDENCE

There was no correspondence.

OTHER BUSINESS BEFORE THE BOARD

The Board reviewed the amendments that they have made to the JAC Handbook. Mr. Breck will be taking the Boards comments on the JAC Handbook directly to the JAC.

Mr. Ridgely stated that the NCARB Regional meeting will be in March 2020 and stated that the Board will need to select members to go closer to the time of registration.

PUBLIC COMMENT

James Clark came before the Board to inquire on the status of his license.

NEXT MEETING

The next meeting will be January 8, 2020 at 1:30 p.m. in Conference Room B.

ADJOURNMENT

There being no further business, a motion was made by Mr. Breck, seconded by Mr. Lynch, to adjourn the meeting at 2:32 p.m. The motion unanimously carried.

Respectfully submitted,

Jennifer L. Witte

Administrative Specialist II